MyCalPAYS

Department Support Team

Time Interfaces

July 20, 2010

Agenda

- **Introductions**

- **Objectives**

- **Legacy vs. MyCalPAYS Functionality**

- **Overview of Time Process**

- **Time Inbound Interface Business Requirements**

- **Time Inbound Interface Process Flow**

- **Time Inbound Interface Information Package**

- **Record Format**

- **Attendance and Absence Codes**

- **Legacy to MyCalPAYS Fields**

Agenda, cont.

- **Outbound File**

- **Key Departmental Interface Development Stages**

- **Testing Approach and Interface Expectations**

- **Next Steps**

- **Questions?**

Objectives

- **Provide a brief overview of the Time Process**

- **Introduce the MyCalPAYS Time Interfaces**

- **Communicate the project testing approach and expectations**

- **Discuss Key Departmental Interface Development Project Stages**

Legacy vs. MyCalPAYS Functionality

Legacy Functionality

Payroll

Employment History

Position Control

Leave Accounting

Benefits

Reporting

MyCalPAYS Functionality

Payroll

Personnel Administration

Organizational Management

Leave Accounting

Benefits Administration

Time Management

Reporting

Business Warehouse

Employee Self-Service

Manager Self-Service

Overview of Time Process

- **Work Schedules – Planned Working Time**

  - **Each employee must be assigned a work schedule.**

- **Daily Time Entry**

  - **Attendances and Absences for FLSA Employees**

  - **Absences (exceptions) for Non-FLSA Employees**

- **Without ESS**

  - **Daily time entries must be keyed by the Department (or submitted via the interface)**

  - **No approval process within the system (pre-approved)**

Overview of Time Process, cont.

- **With ESS/MSS**

  - **Employee enters Time via MyCalPAYS**

  - **Supervisor/Manager approval within MyCalPAYS**
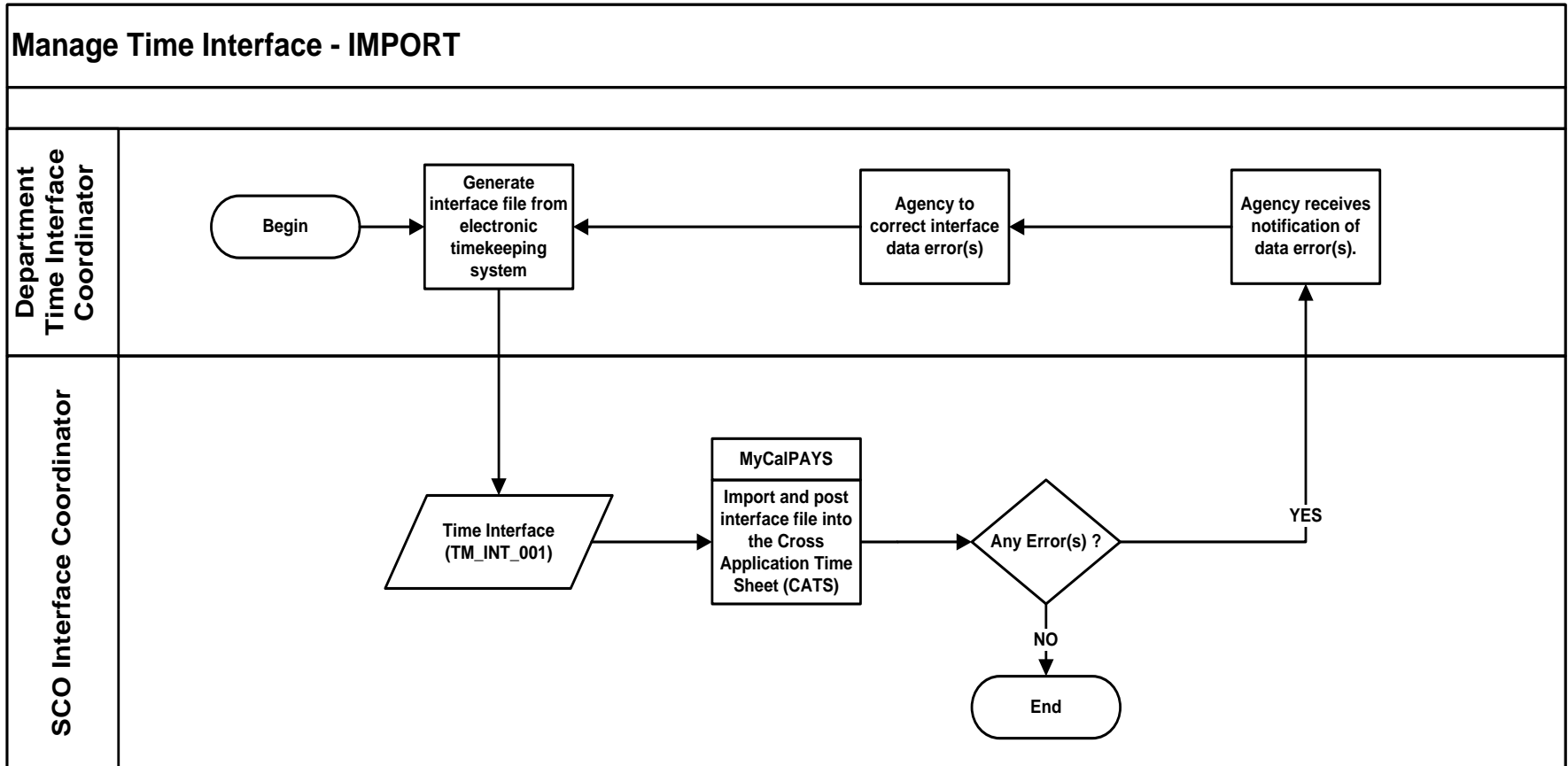
- **Time Evaluation**

  - **Quotas (Leave Benefits) – balances updated**

  - **Payroll – wage types generated**

  - **Qualifying Pay Period – calculated**

  - **State Service and Quotas – accruals generated**

  - **Cumulation Buckets – updated**

Time Inbound Interface Business Requirements

- **Departments must capture attendance on a daily basis in their existing timekeeping system.**

- **Departments must submit only approved attendance and absence information for processing into MyCalPAYS.**

- **Departments shall continue to operate and maintain their own time system beyond Go-Live (noting that MyCalPAYS will provide a timekeeping application).**

- **Departments must develop and incorporate a standard interface between their system and MyCalPAYS.**

- **Departments shall meet the schedules for developing and testing their interface.**

Time Inbound Interface Process Flow

Manage Time Interface - IMPORT

Department Time Interface Coordinator

Begin → Generate interface file from electronic timekeeping system ← Agency to correct interface data error(s) ← Agency receives notification of data error(s).

SCO Interface Coordinator

Time Interface (TM_INT_001) → MyCalPAYS — Import and post interface file into the Cross Application Time Sheet (CATS) → Any Error(s) ?

YES

NO

End

Time Inbound Interface Information Package
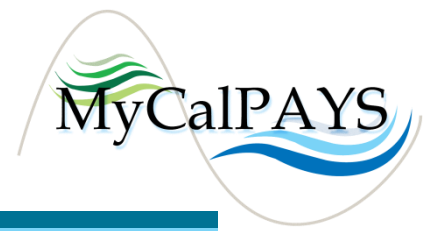
Contents:

- **Business and General Requirements**

- **Record Format**

- **File Definitions**

- **Attendance and Absences Codes**

- **Legacy vs. MyCalPAYS Fields**

- **Cost Centers**

- **Absence Usage Increments**

- **Field Validations**

- **Sample Records**

Record Format

MyCalPAYS

Program Originating Format (Number, File Code, and Name)

File Name: **TIME INBOUND FILE**   Format Title:

01 02 03 04 05 06 07 08	09	10 11 12 13 14 15 16 17	18	19 20 21 22	23	24	25	26 27	28	29 30 31 32 33	34	35 36 37 38 39	40	41 42 43	44	45 46 47 48 49 50
PERSONNEL NUMBER	I	WORK / ABSENCE DATE	I	ATTENDANCE/ ABSENCE TYPE	I	OT COMP TYPE	I	PREMIUM NO	I	PREMIUM IND	I	HOURS (99.999)	I	ABSENCE REASON CODE	I	VALUATION BASIS/RATE 9(13).99
X(8)		X(8)		X(4)		X		X(2)		X(4)		9(5)		X(3)		9(15)

51 52 53 54 55 56 57 58	59	60 61 62 63 64 65 66 67 68 69 70	71 72 73 74 75 76 77 78 79 80 81 82 83 84 85 86 87 88 89 90 91 92 93 94 95 96 97 98 99 100
VALUATION BASIS/RATE (cont.)	I	COST CENTER (AGENCY/UNIT OVERRIDE)	
		X(10)	

01 02 03 04 05 06 07 08 09 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 150

51 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66 67 68 69 70 71 72 73 74 75 76 77 78 79 80 81 82 83 84 85 86 87 88 89 90 91 92 93 94 95 96 97 98 99 200

Labels: ☐ Standard   Record Format: ☐ Fixed - F   Record Length: __69__   ☒ Input
☐ Non-Standard   ☐ Variable - V   Records Per Block: _____   ☐ Output
☐ No Labels   ☐ Undefined -U   Blocksize: _____   Page   1 of 1

Attendance and Absence Codes

- **An Attendance Code is a four character numeric code for attendances (values to be provided at the conclusion of system configuration)**

    Example: Attendance Code 6000 – Regular Hours
    Worked

- **An Absence Code is a four character numeric code for absences with a two character numeric reason code (values to be provided at the conclusion of system configuration)**

    Example: Absence Code 1770 – Sick Leave
    Reason Code   24 – Family Sick

Legacy to MyCalPAYS Fields

Legacy		MyCalPAYS
SSN	→	**Person ID/Personnel Number** (e.g., 00009726/00009726, SSN will be stored, but not used)
Department/Facility	→	**Personnel Area** (e.g., G100: State Controller's Office)
Class Code	→	**Job** (e.g., 00105393, last 4 character equals the class code)
CBID	→	**Personnel Subarea** (e.g., R01: R&F BU01 SEIU)

Legacy to MyCalPAYS Fields, cont.

Legacy	MyCalPAYS
Salary Per & Pay Frequency ⟶	**Employee Group** (e.g., A: Month/Month/Negative)
Appointment Tenure, Time Base (FT, PT, INT, IND), & FLSA/Non FLSA ⟶	**Employee Subgroup** (e.g., 01: Perm/FT/FLSA)

Outbound File

- **An outbound balance file will be provided that can be used to reconcile or overlay external system balances.**

- **The file will contain quota usages, accruals, resulting balances, and waiting periods, as well as state service balances as of the run date.**

Key Departmental Interface Development Stages

Assess	Plan	Build	Test	Deploy
• Departments perform assessment of their internal timekeeping system to determine capability to meet interface requirements.	• Departments complete a plan for implementing changes to their source system, as per file requirements. • Departments commit to Interface build and test.	• Departments modify source system to support file requirements • Departments complete their internal Unit Testing to confirm their changes are working properly. • Interface Testing: Departments **send low-volume test extract files to SCO** to test connectivity, security, file layout, etc.	• Departments **provide SCO data extract files** for Interface and Payroll Comparison Testing. • Departments provide acceptance of testing results and confirmation of interface readiness for deployment. • Departments are ready for interface testing	• Departments **provide SCO production data extract files** following Go-Live
Check-In: **September**	Check-In: **October**	Check-In: **January**	Testing Begins: **February 1, 2011**	Go-Live: **Based on Deployment Schedule**

Testing Approach and Interface Expectations

Test Stage	What is Expected of You
Interface Testing: SCO developer & external developer work together to establish and test system level connectivity, including low-volume file transmission and load	• Work with the SCO to coordinate test/reference data and send or receive test files • Communicate test results back to SCO • Be available to remediate testing issues in a timely manner
Payroll Comparison Testing: Scenario-based end-to-end test of business processes, including interfaces, performed with full-volume data, used to process a Payroll run for pre-defined pay periods	• Work with the SCO to coordinate full-volume test data and send or receive test files • Work with the SCO to validate the contents of the interface file • Communicate test results back to the SCO • Be available to remediate testing issues in a timely manner

Next Steps

- **Participate in DST Chats with MyCalPAYS**

  - DST Chats are scheduled for August 3rd and 5th.

  - Additional DST Chats will include discussion on the Time Interface and will be scheduled.

- **Participate in Departmental Readiness Assessment Kick-Off Sessions**

Pilots 1, & 2	→	August 17, 2010
Wave 3	→	August 18, 2010
Wave 4	→	August 24, 2010
Wave 5	→	August 25, 2010

- **Participate in Interface Development Check-Ins**

Assessment Check-In	→	September 2010
Planning Check-In	→	October 2010
Build Check-In	→	January 2011

- **Deployment Mailbox** – deployment@sco.ca.gov

Questions